

Dear Year 11, Parents and Carers

GCSE Results Day - 25 August 2022

On 25 August, students will be permitted to collect their results from school between 9.00 and 11.00am. Students with surnames beginning A-J inclusive will collect their results from the Main Hall, K-Z will collect them from the canteen.

The named student must collect their results unless there is a prior arrangement for a named individual to collect on their behalf. All students should enter school through the front gate and proceed to the canteen tunnel. Those collecting results in the canteen will leave through the canteen exit. Those collecting results in the hall will leave via the PE corridor, turning right towards the front gate. Mrs Seddon will be in Reception for those wishing to discuss post-results services (including reviews of marking and arrangements for Autumn 2022 exams).

Uncollected results will be posted out at the end of results day to the address held on our system. If you require alternative arrangements to receive your results, please refer to the details below.

Alternative arrangements for results

Whilst we hope that the vast majority of students will collect their results themselves, should any student feel uncomfortable or be unable to collect their results in person, alternative arrangements can be made. Examination results are the legal ownership of the student and therefore any student requiring their results by alternative means must make this request in advance of results day(s) by contacting the Exams Office. Students (not parents/carers) can make a request for an alternative arrangement by emailing Mrs Seddon in advance (exams@fullbrook.surrey.sch.uk).

Request for results to be emailed to student

Students (not parents/carers) must give authorisation prior to results day and provide their full name and candidate exam number. Unless otherwise specified, student results will be emailed to the students' school email address.

Authorisation for results to be collected by a representative

In some circumstances, students can nominate another individual to collect their results on their behalf. Students who wish to request this must give their authorisation prior to results day and state; their full name and candidate exam number and the full name of their nominated representative who will be collecting their results. Please note that the named representative will be required to show photographic identification on collection.

Important information and certificates

The results that students receive on results days are provisional results. The only proof of final grades are certificates, which will be available for collection in November and December during two collection periods (one for F6 students from September 2022 and one for ex-students). It is these certificates that further education and workplaces will request to see as confirmation of qualification

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grades. Full details about certificate collection will be available on results days and on the exams page of the website <https://www.fullbrook.surrey.sch.uk/exams/>.

Please note that Fullbrook are only required to retain certificates for a period of 12 months, after which point they may be securely destroyed. We would like to make you aware that Fullbrook do not keep copies of certificates and some exam boards do not offer a replacement service and in such circumstances will only be able to issue a certifying statement of results. The exam boards also charge fees for these replacement services.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr Smith', written in a cursive style.

Mr Smith
Head of Learning - Year 11